

## CHAPTER 9

# Contract Change Requests

What you will learn about from this Chapter:

- Overview of Changes and Mods
- Adding Change Requests
- Mandatory Mods/User Requests
- Describing a Change Request
- Necessity for Change Request
- Tracking and Funding
- Agency and Reason Codes
- Mod Type and Stage Codes
- Basic Change Document (BCD)
- Supporting Documents



## CHAPTER 9: Contract Change Requests

### Overview

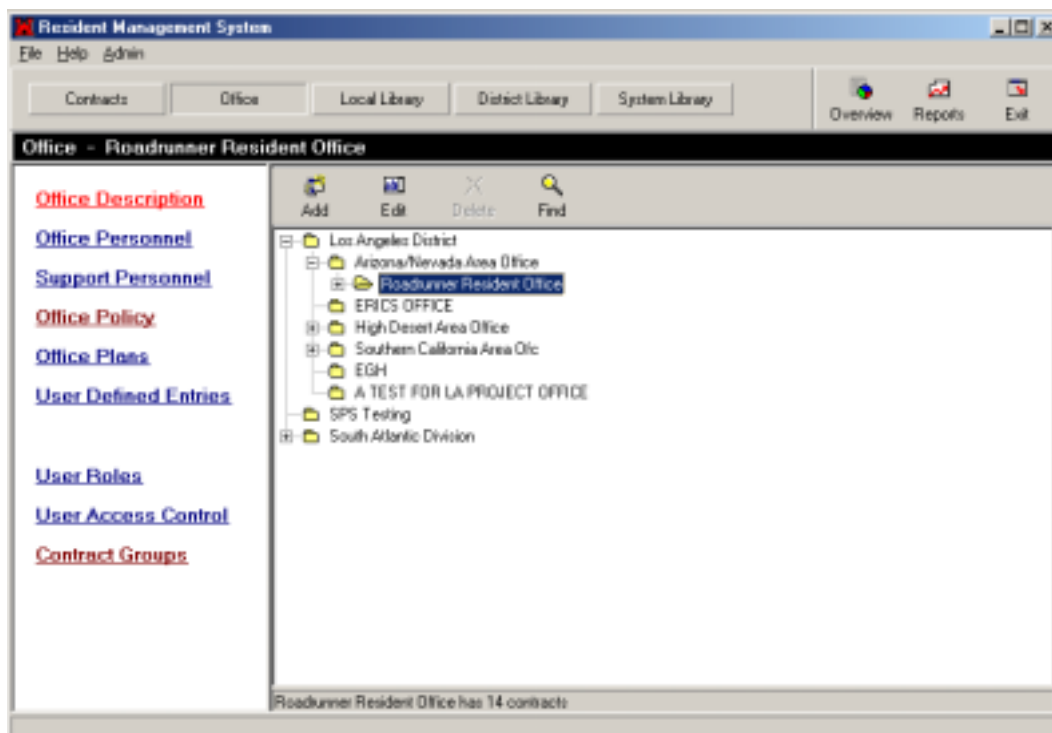


**M**ost contracts will need to be modified or changed at some point in their life cycle.

**For military projects:** When an appropriation is made, contingency funds are generally allocated to cover modifications that arise. As modifications are proposed and funding entered, the necessary funds are automatically subtracted from the contingency amount and added to the un/awarded estimate amount (for status 5 mods) on the **Construction Working Estimate** screen. When a modification is designated as **Complete** (status 6 mods), the funding amount is added to the award contract amount.

**For civil projects:** Contingency funds are not generally allocated for the contract. When modifications need to be funded, additional money is added to the contract.

RMS looks at modifications in very distinct parts. The first defines the change and tracks actions before the change becomes an official contract modification. During this time, RMS refers to the change by **Change Request Number**, using your **Prefix Code for Change Requests** and a sequential number. The **Prefix Code for Change Requests** is identified on the **Office/Office Description** screen as shown below. The second part begins once all actions on the **Change Request** are complete. The third part adds the **Reference Number** and creates the modification package. The final step is the identification of the package through the **Standard Procurement System (SPS)**, referred to as **PD<sup>2</sup>** (*Procurement Desktop Defense*), which will provide the **A** or **P** modification number (A = those signed by the ACO and P= those signed by the PO).



**Edit Office Information**

Close

Office Information Administrators

Office Type RESIDENT

Office Symbol CESPL-CO-AW Parent Office CESPL-CO-AN

Office Code P3777 Resident Engineer Fredrick B. Freeman

Office Name Roadrunner Resident Office

Address 18513 E. Via De Arboles  
Queen Creek, Arizona 85242

Phone No. (480) 987-3111

Fax No. (480) 987-5664

Prefix Code for Change Requests Aw

Now that the office has the appropriate codes setup, you are ready to begin working with changes and modifications.

## Contract Change Requests

A **Change Request** is generated in anticipation of a potential or real Modification to the Contract. The process generates what is known as a **Basic Change Document (BCD)**, and it communicates the change to Engineering, the Designer, Project Management, etc. The **BCD** describes the change, the reason it is necessary, the initial estimated cost and time impact and may also be used to evaluate AE liability if Design Errors or Omissions cause the change.

**Change Requests** follow a predictable route through RMS with entries being made at each of the options on the process menu in turn:

1. Inception
2. Description
3. Status and Funding



Each menu choice may have several topics, with many topics shown on a separate screen.

The process of adding a Change Request is a matter of following logical steps and tracking to completion. In the example screen below, you can see that all steps, except funding, have been completed, as is indicated by the red "check marks" on the bottom section of the screen.

Change Request No	Change Request Title	Status	Ref No	Change Amount	Change Days	Mod Age
WK001	EXTENSION OF THE EXPANSION PLAN	5		0.00	30	31
WK002	TEST 4	6	R00001	2,000.00	0	462

Change Request Status		Amount	Time
✓ Basic Change Document	- Completed 07/23/2000	250,000.00	30
✓ Government Estimate	- Completed 07/23/2000	250,000.00	30
✓ Contractor Proposal	- Completed 07/25/2000	350,000.00	60
✓ Negotiations	- Completed 07/31/2000	250,000.00	30
Funding (5)	- Reported Change Amount and Days	0.00	30

A new **Change Request** can be added or selecting it and pushing the Edit button at the top of the screen or by double clicking on it with the mouse can edit an existing one.

Push the **Add** button at the top of the screen and enter the **Change Request** number on the pop-up screen as shown below.

The default prefix is captured from the Office Information screen as shown above.

Push number.



when you are complete with entering or accepting the Change Request



## Inception Tab

The top portion of the screen is completed first by giving the Change Request a “title”, then entering the “inception date” and the other “codes” shown, using the Lookups as shown below.



In addition to the general type of documents needed, **Claim** milestones and documents can be tracked for later retrieval and review. If this **Change Request** is a **Claim**, check the **Claim** box.



The **Agency Code** lookup provides the **Originating Agencies** table from the Local Library (**Local Library / Letter Agency Codes**).

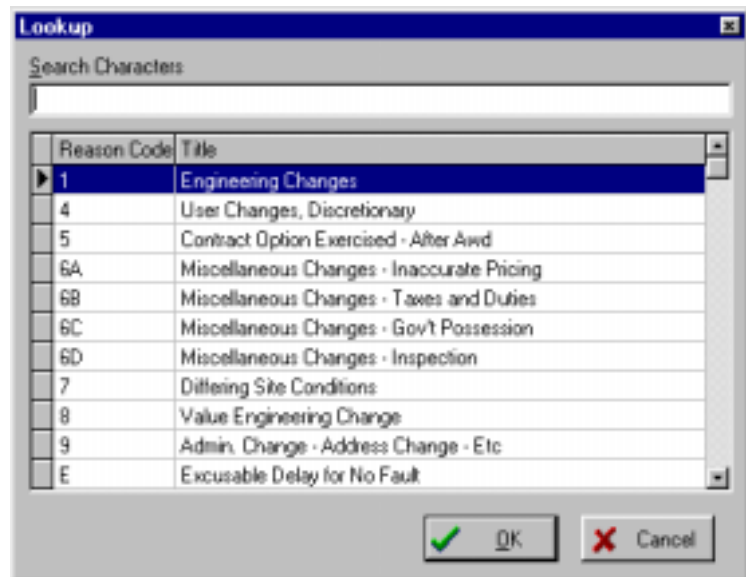
**Agency Codes** can be added, modified, or deleted only from the **Local Library**.

Agency Code	Title
C	C - Corps of Engineers (All Levels)
E	E - Environmental Protection Agency (EPA)
K	K - Contractor (Claim and Suggested Change)
P	P - Potential Responsible Party (PRP)
S	S - State
T	T - All Other (None of the Above)
U	U - User (Macon or Using Service Request)



The **Reason Code** lookup is from the System Library and provides the Mod Reason Code (**System Library / Mod Reason Codes**).

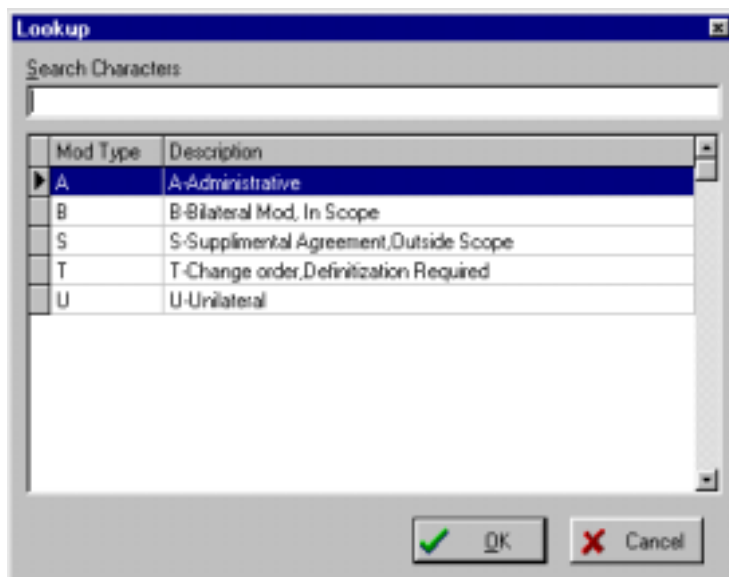
**Reason Codes** must be added, modified or deleted only from the **System Library** by the RMS Center.



## Mandatory Modifications/User Requests (Military)

Modifications can be classified into two categories.

- a. Mandatory modifications: Modifications that are required to make a complete and operable facility.
- b. User Requests: Modifications which may not be mandatory, but which improve efficiency or operations, maintainability, or aesthetics. The Corps has authority to initiate all mandatory modifications, provided funds are available. Likewise, User requests on contracts with reimbursable funds can be initiated provided the funding authority has given approval and made funds available.



The **Mod Types** is likewise from the **System Library** (**System Library / Mod Types**) and are controlled by the RMS Center.

## Signatures

This first screen is used to record the name and title of the person(s) requesting, recommending and approving the **Basic Change Document**.

Change Request AW001 Extension of South Runway

Inception | Description | Status/Funding | Supporting Documents

Change Request No.  Contractor Claim ☐

Change Request Title

Inception Date  Action By  Agency Code  U - User (Macon or Using Service R)

Mod Required Date  Reason Code  User Changes, Discretionary

Date Cancelled  Mod Type Code  B-Bilateral Mod. In Scope

Requested By Name  Title

Recommended By Name  Title

Approved By Name  Title

Use the Lookup to select each name as required.

Lookup

Search Characters

Name	Title
Esko Woudenberg	test
Haskell Barker	Administrative Contracting Officer
Haskell Barker	Ordering Officer
Haskell Barker	Project Engineer
Haskell Barker	Resident Engineer
Larry T Smith	Resident Engineer
RICHARD ALVAREZ	CONTRACTING OFFICER
RICHARD ALVAREZ	PROJECT MANAGER
RICHARD ALVAREZ	PROJECT MANAGER1

OK Cancel



## Description Tab

Pushing the **Add** button will afford the opportunity to enter one, or more items for this single **Change Request**. After they have been added, the screen will show the **items** entered in an abbreviated listing and show the accumulated totals for each item.

The screenshot shows a window titled "Change Request A/W001 Extension of South Runway". It has four tabs: "Inception", "Description" (selected), "Status/Funding", and "Supporting Documents". Below the tabs are three buttons: "Add", "Edit", and "Delete", and a "Close" button. A table lists items with columns: Item No, Title, Specification Paragraph No, Contract Drawing No, Initial Estimate, and Time. One item is listed: Item No 1, Title "Extend South Runway Apron", Specification Paragraph No "03400-5", Contract Drawing No "C-2", Initial Estimate "\$35,000.00", and Time "10". Below the table, the "Initial Estimate" is shown as "\$35,000.00" and "Time" as "10". At the bottom, there is a section for "BCD Item No 1" and "Title: Extend South Runway Apron". Below this is a large text area with the following content:

DESCRIPTION OF CHANGE  
Extend South Runway Apron approximately 20 feet towards the Control Tower.

NECESSITY FOR CHANGE  
User Requested extension due to new critical landing barrier that they will install upon our completion of the contract.

CHANGE IN DRAWINGS  
Revise Contract Drawing Sheet C-2 to reflect this change.

CHANGE IN SPECIFICATIONS  
None

All the information on this screen is entered from either selecting the **Add** button to add a new BCD item, or the **Edit** button to modify an existing item.

**Push the Add button to enter a new Change Request item. Or, push the Edit button to modify or change an existing Change Request item.**

The Add selection presents the following screen:

The screenshot shows a window titled "Add New BCD Item". It has a text area with the instruction: "Enter the Item Number below for the new BCD Item. The next available item number has been entered as a default for you." Below this is a text box labeled "BCD Item Number" containing the value "2". At the bottom are two buttons: "Finish" (with a checkmark icon) and "Cancel" (with an X icon).

RMS will populate the BCD Item Number with the next sequential number available, but it can be changed if desired.

Push  when you are

completed with the number.

## Description of Change

BCD Item No: 1 Title: Extend South Runway Apron

Spec. - Para: 03400-5 Initial Estimate: \$35,000.00

Contract Drawing: C-2 Time Extension (Days): 10

**Description of Change**  
Extend South Runway Apron approximately 20-feet towards the Control Tower.

**Necessity for Change**  
User Requested extension due to new critical landing barrier that they will install upon our completion of the contract.

**Change in Drawings**  
Revise Contract Drawing Sheet C-2 to reflect this change.

**Change in Specs**

Complete the top portion of the screen, as may be needed, including a best guess Estimate of **Cost and Time impacts**.

The detailed **Description of Change** should be carefully entered. It will be used in supporting documents, such as the RFP, PNM and BCD. The **Description of Change** should be carefully reviewed and, if necessary, changed to reflect the actual scope of work following final negotiations. For ease of reading, the description should be entered in *upper and lower case*.

## Necessity for Change

The **Necessity for Change** is primarily for the **BCD** and not usually provided to the Contractor.

Contract modifications may originate as a result of unexpected delays in performance, excessive variations in estimated unit price quantities of work, differing site conditions, or actions of the Government in connection with necessary or beneficial occupancy, work suspensions, etc., for which adjustments in the contract price and/or time are due under specific clauses contained in the contract. Other change orders may be initiated to provide for physical changes to the contract facilities or structures pursuant to the "Changes" clause. Such changes to the original contract requirements usually generate from three primary sources:

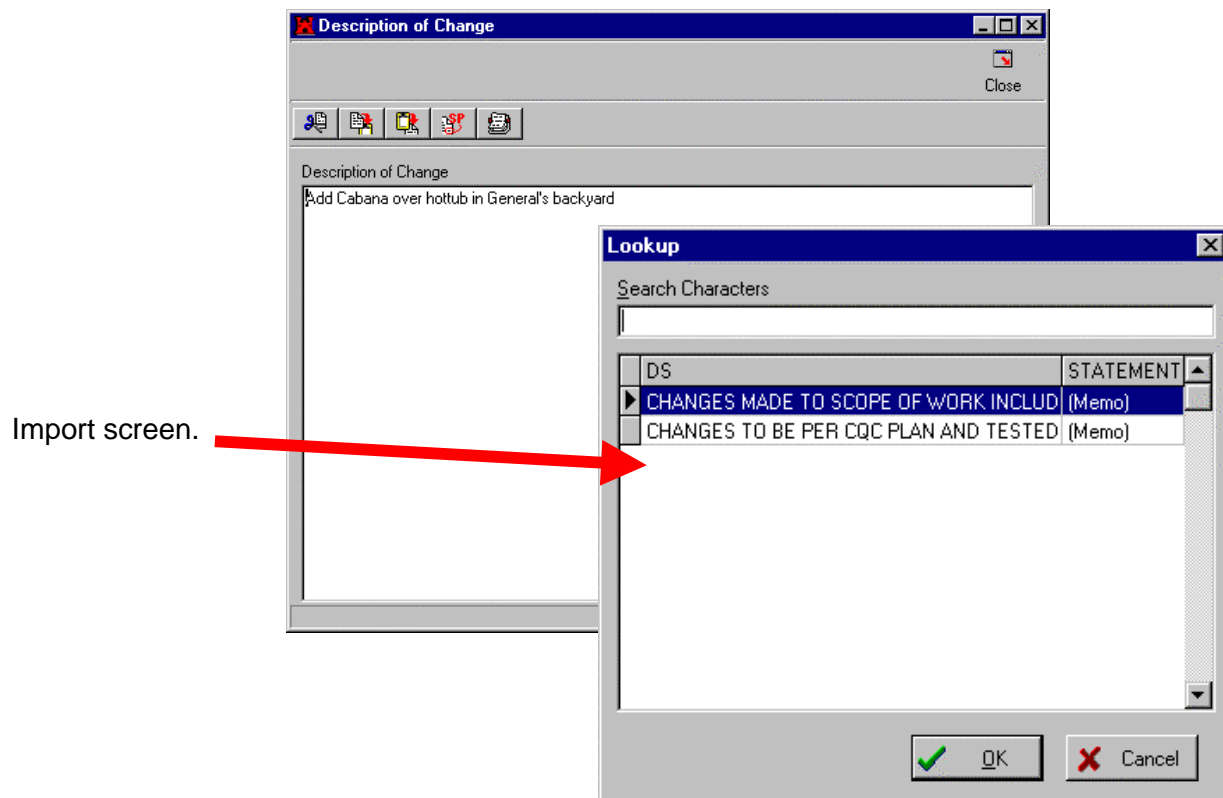
- a. Design or approved criteria changes.
- b. Field changes arising from field conditions, errors and/or omissions in plans and specifications.
- c. Using Service requests.

The first two sources, if necessary for operability, are normally considered mandatory changes. They may result from design errors or deficiencies. The third, Using Service requests, may not be essential to the functional operation of the facility. Refer to your District policy for authority to initiate user requested changes.



**Entries in the Memo fields of this screen can be imported from a Library lookup or even from another Word Processor program via the “cut & paste” method.**

The **Edit** button presents a larger space to enter data and includes buttons for **Cut**, **Copy**, **Paste**, **Spell Check** and **Import**.



Push the **Close** button (twice) when complete with this screen.

After you have completed the **Description of Change** and **Necessity for Change**, the next step is to enter tracking and funding data for the **Change Request**.

## Change in Drawings and Specifications

These optional fields may be used if actual changes are being made to the contract documents and additional explanation or verbiage is desired.

## Status / Funding Tab

This is the screen to identify required actions and to record the milestone dates and dollar amounts for each of the elements shown. You will also identify the **Funding Account** (source of money) for the **Change Request**. (This example only has two Funding Accounts. If more than one exist, all will appear in a scrolling box if necessary.)

**Change Request AW001 Extension of South Runway**

Required?    Date Requested    Date Required    Date Completed    Action Required By    Amount    Time

☒ Basic Change Document    11/02/2000    ...    11/02/2000    ...    \$35,000.00    10

☐ Plans

☐ Specifications

☐ Government Estimate

☒ Contractor Proposal    11/02/2000    11/16/2000    11/07/2000    ...    \$46,000.00    1

☒ Negotiations    11/10/2000    ...    ...    ...    \$34,500.00    5

Change Request equal to    Negotiated Amount    \$34,500.00    5

Change Request Funding    4 - Unfunded    5 - Funded

Funding Account	Work Item	Description	Contingency	Change Amount
112633	U01871	FT IRWIN MIPR7JCOELA042	\$793,873.06	\$34,500.00
117876	U05117	09-97-C-0052 LANDFLX PAN FTIRWIN	\$0.00	\$0.00

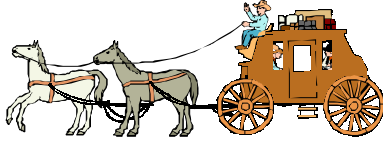
Stage Code    N    CHANGE NEGOTIATED, PRIC REQUESTED    Funding    \$34,500.00    Variance    \$0.00

When each required item is completed and entered in the **Track/Fund** Change screen, the Change Request Status can be viewed to confirm each item is finished.

When the Change Request is completed it can be entered into a Contract Modification by itself, or it can be included with other **Change Requests** to form a completed **Modification** package.

**A** The **Transaction Code** reflects whether the funds are considered as firm, pending, funded or unfunded on the Contract Status screen. Modifications with a Code 6 are firm and obligated, while all others are pending. Only a modification or other completed action would have a Code 6.

**B**



The **Stage Code**, another **Library** selection, is used for upward reporting to Project Management and to Higher Headquarters.

**Lookup**

Search Characters

Code	Description
A	IN AUDIT (MOD > \$100,000)
C	CLAIM IN CO-OP DIVISION
D	SIGNED - MOD TO DISTRICT FOR DISTRIBUTION
E	PROPOSAL NOT REQUESTED (PRELIM. ESTIMATE)
F	FINAL - SIGNED, READY FOR CONTRACTOR PMNT
G	GOVERNMENT ESTIMATE PREPARED
H	CHANGE IN HOLD / ABEYANCE STATUS
I	PART 1 OF A 2 PART CHANGE
L	CLAIM IN OFFICE OF COUNSEL
N	CHANGE NEGOTIATED, FIRM MCD REQUESTED
P	PROPOSAL RECEIVED (\$ AMOUNT ON AMPRS)

OK Cancel

**C**

The Print BCD button prints to screen as partially shown below.

BASIC CHANGE DOCUMENT (BCD)				Page 1 of 3
MOD SERIAL NO. WK002		SPEC. NO.	CONTRACT NO. DACAO9-97-C-0052	DATE 11 Jun 1999
PROJECT Landfill Expansion			CONTRACTOR Prime One Building Company	
LOCATION Ft. Irwin, CA				
PART A. 1. DESCRIPTION OF CHANGE				2. SPECIFICATIONS
UPGRADE WATER LINE, ASPHALT AND WALLS				
<p>1. UPGRADE WATER SERVICE</p> <p>Provide an underground 80mm water service with gate valve and valve box from 30mm underground main south of the facility. Connect to specified WM-1 outside room 120. Install in accordance with section 02660. Test under fully pressurized conditions. Allow for +/- 300 PSI tolerances before going online. Verify system integrity prior to live turn on.</p> <p>2. UPGRADE ASPHALT PAVING</p> <p>Patch the existing asphalt paving near the existing supply building and concrete tech pad west of the project site where it is crossed by the new 300mm water line at the north side of the site.</p>				
3. TIME EXTENSION			4. TOTAL \$	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO           CALENDAR DAYS <u>5</u>			<u>\$33,150.00</u>	
5. NECESSITY FOR CHANGE (Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity)				

Close the **BCD** report when complete with the screen.

## Supporting Documents Tab

This tab will provide the ability to add, delete, view and edit the numerous supporting documents for a Change Request. It will present such items as access to RFP related letters, PNM's and so forth.



The screenshot shows the 'Contract Menu' window for project [L1000041] - DACA09-97-C-0052 - NA - Sanitary Landfill. The 'Finances' tab is active, displaying 'Contract Changes'. The left sidebar contains various links, with 'Contract Changes' highlighted in red and pointed to by a red arrow. The main area shows a table of change requests and a detailed status breakdown.

Change Request No	Change Request Title	Status	Ref No	Change Amount	Change Days	Mod Age
WK001	Porch	6	R00001	\$3,500.00	3	17
WK007	1018 CHANGE	5		\$6,000.00	1	34
WK008	Eric's new one	6	R00002	\$4,000.00	5	4
AW001	Extension of South Runway	5		\$34,500.00	5	10

Change Request Status		Amount	Time
✓ Basic Change Document	- Completed 11/02/2000	\$35,000.00	10
✓ Contractor Proposal	- Completed 11/07/2000	\$46,000.00	25
✓ Negotiations	- Completed 11/10/2000	\$34,500.00	5
✓ Funding (5)	- Reported Change Amount and Days	\$34,500.00	5

Remarks: \_\_\_\_\_

The screen above depicts a completed **Change Request**, as can be seen by the presence of the **green** "check marks".